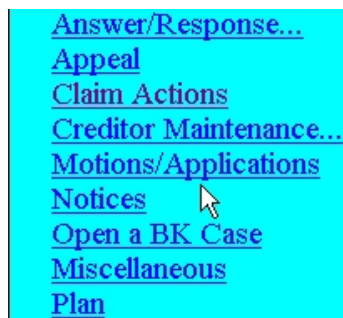


Motion For Administrative Expenses

STEP 1 Select **Bankruptcy** from the **Main Menu**, then click on **Motions/Applications** from the *Bankruptcy* menu.



STEP 2 The **Case Number** screen displays..

A screenshot of the 'Case Number' screen. It has a title bar 'Case Number' and a text input field containing '03-20786'. Below the input field are two buttons: 'Next' and 'Clear'. A mouse cursor is pointing at the 'Next' button.

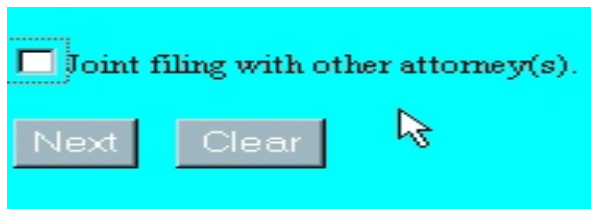
- ◆ **Case Number** - enter the case number in **YY-XXXXXX** format (include hyphen).
- ◆ Click on the **Next** button.

STEP 3 The **select the type of motion being filed** screen displays.

A screenshot of the 'select the type of motion being filed' screen. It features a list box with the following options: 'Abandon', 'Accounting', 'Adequate Protection', 'Administrative Expenses', 'Allow Claim', 'Allow Filing of Late Claim', 'Allow Payment Arrearages', and 'Amend'. The 'Administrative Expenses' option is highlighted, and a mouse cursor is pointing at it. Below the list box are two buttons: 'Next' and 'Clear'.

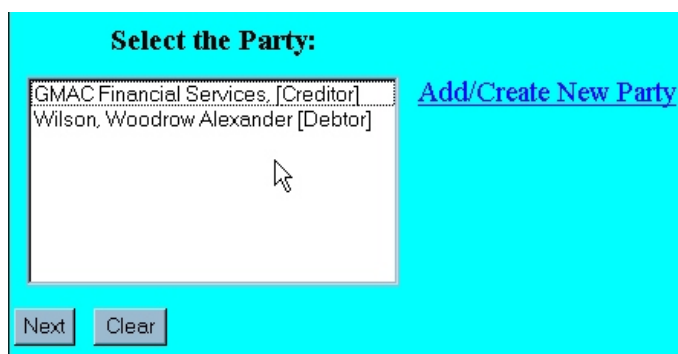
- ◆ Click on **Administrative Expenses**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt is displayed.



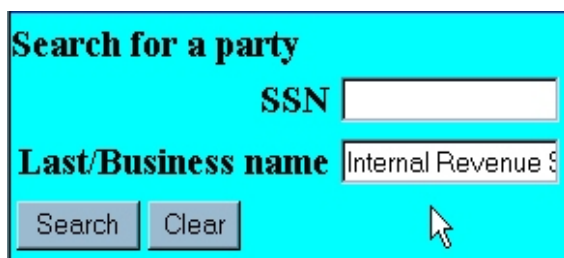
- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party** screen displays.



- ◆ If the party's name appears, click on the party's name and skip to **Step 10**;
- ◆ If the party's name does not appear, click on **Add/Create New Party** and proceed to **Step 6**.
- ◆ Click on the **Next** button.

STEP 6 The **Search for a party** screen displays.



- ◆ **DO NOT SEARCH BY SSN (Social Security Number) OR Tax Id number.**
- ◆ Enter at least one character of **party's last name** or **business name**, using upper or lower case characters (is not case-sensitive).
- ◆ Click on **Search**.

STEP 7 The **Party search results** screen displays.

Search for a party

SSN Tax Id

Last/Business name

Party search results

Internal Revenue Service,
Internal Revenue Service,

Person Address - Microsoft Internet Explorer

Internal Revenue Service

- ◆ If the party's name appears, click on it so that it becomes highlighted, verify address, if any, from pop-up screen, then click on the **Select name from list** button and proceed to **Step 8**.
- ◆ If party's name is not found, click **Create new party** button and proceed to **Step 9**.

STEP 8 The **Party Information** screen displays.

Internal Revenue Service SSN:Unknown

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

- ◆ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ◆ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ◆ **Party Text** - add additional information such as '*A West Virginia Corporation*' in the box provided.
- ◆ Click **Clear** to re-key party information or **Cancel** to go back to the *Select the Party* screen.
- ◆ Click on **Submit** to continue and proceed to **Step 10**.

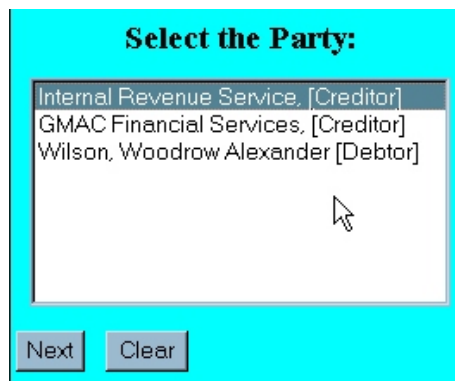
STEP 9 If you selected **Create New Party** from the **Select the Party** screen, a new **Party Information** screen displays.

Party Information

Last name	<input type="text" value="Internal Revenue Service"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
	Title	<input type="text"/>	
SSN	<input type="text" value="222-11-1234"/>	Tax ID	<input type="text"/>
Office	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
	Zip	<input type="text"/>	
County	<input type="text"/>	Country	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		
ProSe	<input type="text" value="no"/>	Role	<input type="text" value="Creditor (cr:cr)"/>
Party text	<input type="text"/>		
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Clear"/>			

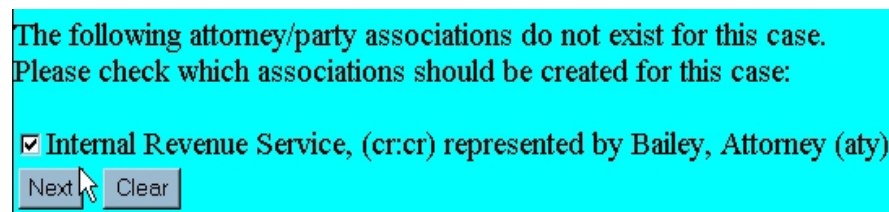
- ◆ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the **[Tab]** key to advance to the **First name** field and enter first name.
- ◆ **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to return to the **Select the Party** screen.

STEP 10 The **Select the Party:** screen displays with your party highlighted.



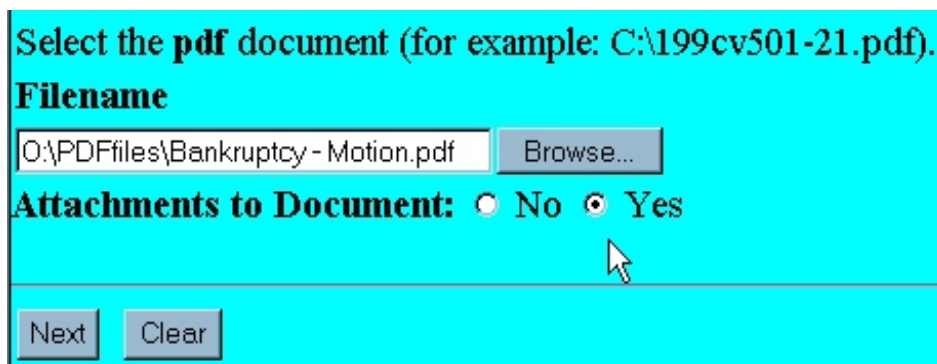
- ◆ Click on the **Next** button to continue.

STEP 11 Check the box to associate you as the attorney for the party selected/added. This screen will not display if the association has previously been made.



- ◆ Click **Next** to continue.

STEP 12 The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach the Proposed Order and any other documents (e.g. an exhibit, appendix):
 - ▶ Click on the radio button next to 'Yes.'
 - ▶ Click on the **Next** button.

STEP 13 The **Select one or more attachments:** screen displays.

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

O:\PDFfiles\Bankruptcy - Exhibit.pdf

2) Select a document type and/or enter a description.

Type **Description**

Exhibit Documentation of Expenses Incurred

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

O:\PDFfiles\Bankruptcy - Proposed Order.pdf

- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.
- ◆ Repeat these steps until all attachments have been added.
- ◆ Click on the **Next** button.

STEP 14 The **Amount and Certificate of Service** screen displays.

Amount 1541003018/b 3,486.95

With Certificate of Service? y or n: y

- ◆ **Amount \$:** enter the amount requested (the sequence of letters and symbols shown will appear as a “\$” sign in the live database).
- ◆ Type a lowercase ‘y’ if your motion contains a Certificate of Service or a lowercase ‘n’ if you are not filing a Certificate of Service.
- ◆ Click on the **Next** button.

STEP 15 The **Docket Text: Modify as Appropriate** screen displays.

Docket Text: Modify as Appropriate.

Application by Creditor Internal Revenue Service for Administrative Expenses in the Amount of \$3,486.95 with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion for Administrative Expenses# (2) Exhibit Documentation of Expenses Incurred) (Bailey, Attorney)

Next Clear

- ◆ Add text in the box provided if needed.
- ◆ Click on the **Next** button.

STEP 16 The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.

Docket Text: Final Text

Application by Creditor Internal Revenue Service for Administrative Expenses in the Amount of \$3,486.95 with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion for Administrative Expenses# (2) Exhibit Documentation of Expenses Incurred) (Bailey, Attorney)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries or to abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

STEP 17 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from Bailey, Attorney J. entered on 4/21/2004 at 12:22 PM EDT and filed on 4/21/2004

Case Name: Woodrow Alexander Wilson

Case Number: [2:03-bk-20786](#)

Document Number: [3](#)

Docket Text:
Application by Creditor Internal Revenue Service for Administrative Expenses in the Amount of \$3,486.95 with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion for Administrative Expenses# (2) Exhibit Documentation of Expenses Incurred) (Bailey, Attorney)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:O:\PDFfiles\Bankruptcy - Motion.pdf
Electronic document Stamp:
[STAMP bkecfStamp ID=1019576470 [Date=4/21/2004] [FileNumber=12960-0]